

# Wednesday, September 10

## JUDICIAL CONFERENCE OF INDIANA

9:00 a.m. - 5:00 p.m.

10:15 - 11:45 a.m.

### Registration

#### EARLY BIRD SESSIONS

NEW!

- **Shaken Infant Syndrome**

Within the past decade, a newly recognized injury to children has been identified. This injury is often referred to as "shaken infant syndrome." This is a serious injury, and the results can be devastating. This session will focus on what judicial officers need to know when dealing with these types of cases.

- **The Deaf and Hard of Hearing Litigant in Court**

Faculty will focus on the special needs of the deaf and hard of hearing individuals in the court setting. Topics to include: myths and misunderstandings about deaf and hard of hearing individuals; interpreting services available depending upon the individual's needs; the interpreting process; Americans with Disabilities Act; and locating qualified interpreters.

- **Are you Hip about HIPAA Privacy?**

Effective April 14, 2003, federal law created national standards for minimum privacy protections and minimum patient rights regarding personally identifiable health information. When, how, and what can be used, disclosed and/or requested by "covered entities" regulated by HIPAA? An intensive 90 minute session will provide you with an understanding of the federal HIPAA privacy regulations which you will not want to miss!

- **Ex Parte Contacts and Issues**

Using hypothetical scenarios, participants will explore a variety of issues dealing with *ex parte* communications, contacts and remedies under the Code of Judicial Conduct.

ETHICS  
CREDIT

11:45 a.m.

11:45 a.m.

1:15 - 2:15 p.m.

#### BUFFET LUNCH

### Indiana Judges Association Board of Managers Lunch/Meeting

#### OPENING SESSION

- Welcome and Opening Remarks by Randall Shepard, Chief Justice of Indiana, and Jane Seigel, Executive Director of the Indiana Judicial Center.
- Keynote Presentation by Deborah Daniels, Assistant Attorney General for the Office of Justice Programs, United States Department of Justice.

2:30 - 4:45 p.m.

#### PLENARY SESSION - THE BUSINESS OF JUDGING

This session will feature a review of Indiana's Case Management System project, including a comprehensive project update, a short demonstration of the product, and a discussion of the importance of this project to the future of the courts and law enforcement in Indiana. There will also be a report about the important work of the Privacy and Public Access Task Force.

6:00 - 11:00 p.m.



#### RECEPTION & DINNER AT THE HISTORIC UNION STATION

In 1853, America's first "union" station was built in Indianapolis. At the turn of the century, when railroading was king, some 500,000 passengers traveled through Union Station monthly. After extensive renovation in the 1980's, the magnificent and enduring Union Station was reborn, even more vibrant and elegant than before.

The Grand Hall of the Union Station will be the location for this truly memorable evening. A cash bar reception will be followed by an elegant sit-down dinner. Back by popular demand, the "Endless Summer Band" will complete the evening with unparalleled musical variety. *All Aboard!*

# Thursday, September 11

6:45 a.m.

8:30 - 11:25 a.m.

## Financial Planning for Retirement

(Sessions will be offered  
at 10:10 a.m. & 1:45 p.m.)

The State of Indiana has developed a series of programs regarding financial planning. This program will address fundamental retirement and estate planning principles on how to find tax advantages, protect retirement nest-eggs, and preserve an estate for heirs.

11:30 a.m. - 1:30 p.m.

1:45 - 4:00 p.m.

## Health & Fitness Instruction

Including Fitness  
in your Life  
10:10 - 11:25 a.m.

"Gentle" Yoga  
4:00 - 5:00 p.m.

5:00 p.m.

## Indianapolis Walk/Run

### CONCURRENT SESSIONS (Each session will be offered twice.)

#### • Family Law Update

The past year saw significant cases and legislative developments in Indiana family law. This update recaps these developments, with particular emphasis on the most important opinions from the Indiana Appellate Courts.

#### • Jury Rules

Faculty will discuss jury procedures under the Indiana Jury Rules. Particular focus will be given to recent rule amendments, jury pool selection software, juror orientation presentations as well as numerous issues and questions submitted to the Jury Committee regarding implementation of the jury rules.

#### • Recognizing the Person with a Mental Illness in Court

This course offers the jurist a number of practical, helpful ideas for identifying those persons who may have a mental illness. Why this matters is discussed, as well as what to do with the information once you have decided that someone may be mentally ill.

#### • Doing the Bench Press: Working with Your Local Media

This nuts and bolts session will focus on establishing a good working relationship with the local news media, provide tips on how to prepare for an interview and do a press release. It will include a panel of reporters who will explain how they approach the covering of court news, what they are looking for, and what they need.

#### • Serving on Commissions/Boards: What are the Limits for Judicial Officers?

Judicial officers are increasingly asked to serve on commissions/boards that deal with finding solutions for societal problems such as domestic violence, substance abuse, and juvenile justice. Are there ethical implications that should be considered before agreeing to participate?

ETHICS  
CREDIT

### JTAC TRAINING OPPORTUNITIES ON THURSDAY MORNING - See JTAC page for details.

Email Management  
Tracking Changes in MS Word

LexisNexis Legal Research/Beginners  
LexisNexis Legal Research/Advanced

## LUNCH & THE INDIANA JUDGES ASSOCIATION ANNUAL MEETING

### CONCURRENT SESSIONS

#### • Best Practices in Criminal Cases, Part 1 & 2

This two part program will explore criminal case management techniques. Faculty members will reveal their own "tricks-of-the-trade" and encourage participants to share their own insight and techniques which help them in the day-to-day management of criminal cases.

#### • What's New in Managing Domestic Relations Cases, Part 1 & 2

The first hour of this program will focus on new ADR legislation and a discussion on the use of ADR in family law cases. The second half will be devoted to proposed revisions to the Child Support Guidelines.

#### • Best Practices in Small Claims Cases and Minor Offenses, Part 1 & 2

In this two part session, faculty members will reveal their "best practice" techniques and encourage attendees to relate their own practices which assist in the management of small claims and minor offense case management.

#### • Reporting Lawyer Misconduct (One hour repeat session.)

Learn what behavior constitutes lawyer misconduct and how to report it. Also hear a discussion on how to handle the difficult advocate who appears in your courtroom.

ETHICS  
CREDIT

### JTAC TRAINING OPPORTUNITIES ON THURSDAY AFTERNOON - See JTAC page for details.

Beginning MS Excel  
Maximizing Web Searches with Google  
Advanced MS Excel  
Computer Basics

Introduction to the Judiciary Website  
LexisNexis Legal Research/Beginners  
LexisNexis Legal Research/Advanced

## Reception to Honor Judicial Faculty

All conference participants and their guests are invited to attend.

# Friday, September 12

7:00 - 8:30 a.m.

8:30 - 9:30 a.m.

9:45 a.m. - 10:45 a.m.

## **State Benefit System - Change in Procedure**

Later this fall, all judicial officers will have to enter their own benefit information via the Internet using the PeopleSoft software package. PeopleSoft instruction and information will be available during the conference on Thursday and Friday.

11:00 a.m. - 12:00 p.m.

12:00 - 1:00 p.m.

## **BREAKFAST BUFFET**

### **PLENARY CLOSING SESSION**

The Graduates of the Indiana Judicial College will be awarded their certificates. "So You Want To Be A Judge" will be delivered by "Legal Humorist," Tom Alleman, Dallas, Texas.

### **CONCURRENT SESSIONS**

#### **• Criminal Law Case Decisions: Search and Seizure**

In this update session, the speaker will review select criminal law and procedure case decisions focusing on search and seizure issues.

#### **• Impact of Substance Abuse on the Courts - Part 1**

A panel of judges and substance abuse experts will provide current thoughts on the substance abuse assessment and education issues that impact courtrooms daily.

#### **• Mini Legislative Update - Part 1**

The 2003 session of the General Assembly saw many legislative changes. This session will focus on select new Acts. The first hour will look at the new legislation on adult interstate compact for probationers and probation user fees.

#### **• What Probate Attorneys Would Like to Know From Judges**

Case management can be facilitated or hampered depending upon the actions of all stakeholders. This session will address estate administration issues and what probate attorneys need to know from judges to improve both counsel's and the court's administration of cases. The speaker will also review recent probate legislation.

#### **• Critical Race Theory (2 hour workshop)**

This session will explore the concept of unconscious racism as a mechanism for understanding how race matters to law.

### **JTAC TRAINING OPPORTUNITIES ON FRIDAY MORNING - See JTAC page for details.**

#### **Computer Basics**

Maximizing Web Searches with Google  
Beginning MS Excel

#### **Introduction to the Judiciary Website**

LexisNexis Legal Research/Beginners  
LexisNexis Legal Research/Advanced

### **CONCURRENT SESSIONS**

#### **• Criminal Law Case Decisions: Search and Seizure (Repeat Session)**

#### **• Impact of Substance Abuse on the Courts - Part 2**

This session will explore the current models used in treatment referral and case management of substance abuse offenders.

#### **• Mini Legislative Update - Part 2**

The second hour of this legislative update will focus on financing jail construction and commercial motor vehicle laws.

#### **• What's New in Adoption Laws**

The past year saw significant cases and legislative developments in adoption law. This update recaps these developments, focusing on recent opinions from the Indiana Appellate Courts as well as new legislation enacted this year.

#### **• Critical Race Theory (Continued)**

**"Last Chance" Computer Training - Advanced MS Excel**

## **MARK YOUR CALENDAR!**

**2004 Judicial Conference of Indiana  
September 22-24, 2004  
Executive Inn & Convention Center, Evansville**

# JTAC Training Opportunities

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## **\*Tracking Changes in MS Word - Thursday, September 11, 8:30 a.m., 10:10 a.m.**

*Prerequisite: Moderate knowledge of MS Word.* Microsoft Word is a powerful word processing tool, but many of its most useful features—such as “Track Changes”—are overlooked by even the most experienced users. The “Track Changes” feature allows multiple authors to visibly monitor various edits made to a document by various users, and it makes the acceptance of changes as easy as one click of the mouse. This course will teach you how to use this efficient tool, and would be especially helpful to members of committees or other groups that collaborate on the development of documents, such as Rules and Forms.

## **\*Computer Basics - Thursday, September 11, 1:45 p.m., Friday, September 12, 9:45 a.m.**

*Prerequisite: Basic computer knowledge.* Have you ever lost a file that you know you saved? Do you have too many icons on your desktop? Did you ever perform a task on your computer and think, “There’s got to be an easier way”? This course will cover the basics of computer usage and management as well as teach you some tips and tricks from advanced users, including: using the Windows Explorer and Control Panel; finding a file; desktop and task bar management; right-clicking the mouse and viewing context menus.

## **\*Beginning MS Excel - Thursday, September 11, 3:00 p.m.; Friday, September 12, 11:00 a.m.**

*Prerequisite: Basic Computer Knowledge.* Excel is the computer equivalent of a paper ledger sheet, and it can make number manipulation easy and somewhat painless. Excel is often used for calculating a column of numbers or can be used to generate a more sophisticated formula to calculate a statistical measure on a list of numbers. This course will teach the basics of Microsoft Excel.

## **\*Advanced MS Excel - Thursday, September 11, 4:00 p.m.; Friday, September 12, 12:00 Noon**

*Prerequisite: Moderate knowledge of MS Excel.* Now that you’ve been working with Excel for a while, it’s time to expand your knowledge and see what this software can really do. Learn more about formulas and functions, conditional formatting, cell references, managing multiple worksheets, and more.

*\*(These “hands-on” courses will be conducted off-site at JTAC’s Computer Lab. Class size will be limited to 16. Participants will be required to register for these classes on Wednesday, Sept. 10. Classes will be filled on a first come, first served basis.)*

## **Email Management - Thursday, September 11, 8:30 a.m.**

*Prerequisite: Moderate knowledge of MS Outlook.* This course will cover the basics of using MS Outlook to manage your email, including: Auto Archiving; using folders; using the follow-up flag; using the search feature; adding a signature; managing contact lists; dealing with large attachments; and more. It will also give you some basic insight into how to decide whether to keep an email; how to avoid exceeding your storage limit; professionalism, efficiency and other email etiquette dos and don’ts; and tips and tricks for efficient email management.

## **LexisNexis Legal Research/Beginners - Thursday, September 11, 8:30 a.m., 1:45 p.m.; Friday, September 12, 9:45 a.m.**

*Prerequisite: Moderate knowledge of computers and the Internet.* Learn how to use LexisNexis to access legal information and news for Indiana and beyond. Training will involve demonstrating and practicing time-saving methods for accessing Indiana case law, statutes and regulations, as well as other state and federal material. The ability to instantly Shepardize all case law will be a focal point, as will print and download functionality. This course is intended for beginners and for those that need a refresher.

## **LexisNexis Legal Research/Advanced Users - Thursday, September 11, 10:10 a.m., 3:00 p.m.; Friday, September 12, 11:00 a.m.**

*Prerequisite: Moderate knowledge of computers, the Internet, and the LexisNexis database.* Take your LexisNexis knowledge to the next level. This training session features practicing how to use Lexis for Indiana-specific legal research and advanced search techniques. The course is intended for intermediate to advanced users.

## **Introduction to the Judiciary Website - Thursday, September 11, 1:45 p.m.; Friday, September 12, 9:45 a.m.**

*Prerequisite: Basic understanding of using the Internet.* This course will introduce you to the Indiana Judiciary Website (<http://www.IN.gov/judiciary>), including: how to best navigate the site; interactive features; most popular content; where it’s been and where it’s going; and more.

## **Maximizing Web Searches with Google - Thursday, September 11, 3:00 p.m.; Friday, September 12, 11:00 a.m.**

*Prerequisite: Basic understanding of using the Internet.* If you haven’t heard, <http://www.Google.com> has taken the Internet world by storm as one of the most accurate and easy-to-use search engines on the web. But it gets even easier! This course will teach you some basic tips for producing more accurate search results, including: optimizing your search terms; searching by date range; checking spelling; using the phonebook; translating pages; using special services and third-party services; and more. If you have trouble finding what you’re looking for on the web, then this course is highly recommended.